




**LACDMH**  
LOS ANGELES COUNTY  
DEPARTMENT OF  
MENTAL HEALTH

## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
<b>JURY DUTY LEAVE</b>	<b>604.03</b>	<b>02/02/2015</b>	<b>1</b>
APPROVED BY:  Director	SUPERSEDES <b>604.3</b> <b>10/01/1989</b>	ORIGINAL ISSUE DATE <b>04/02/1979</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### **PURPOSE**

- 1.1 To provide guidelines for the Los Angeles County Department of Mental Health (LACDMH) employees who are called to serve as jurors in any court during regularly assigned working hours.

### **POLICY**

- 2.1 LACDMH supports employees' obligation to complete jury duty service. Permanent monthly employees receive their regular pay when called for jury duty or ordered to serve on a jury.

### **PROCEDURE**

- 3.1 On days the employee is excused from jury duty service, he/she must report to work.
- 3.2 All jury duty service must be confirmed by submission of a proof of service issued by the courts to the employee's supervisor.

### **AUTHORITY**

1. Los Angeles County Code Sections 2.203.010 through 2.203.090
2. California Code of Civil Procedure § 190-237

### **RESPONSIBLE PARTY**

LACDMH Human Resources Bureau